



THE CORPORATION OF THE VILLAGE OF ASHCROFT

SPECIAL COUNCIL MEETING

AGENDA

FOR Wednesday September 30, 2020 at 9:30 AM

1. **CALL TO ORDER**

2. **ADOPTION OF THE AGENDA**

*Motion to adopt the Agenda as presented or as amended*

3. **MINUTES**

All Minutes are adopted at a Regular Meeting of Council

4. **DELEGATIONS**

4.1	NONE	
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5. **DISCUSSION ITEMS**

5.1	NONE	

6. **BYLAWS FOR DISCUSSION**

6.1	N/A	
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7. **STAFF REPORTS**

7.1	<b>Government Street Development</b> <i>Motion to approve</i>	
7.2	<b>Bylaw Enforcement Officer</b> <i>Motion to approve</i>	

8. **QUESTION PERIOD**

9. **CLOSED MEETING**

*Motion to move to a closed meeting to discuss an item under the Community Charter Section 90.1*

9.1	N/A	
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10. **TERMINATION**

## STAFF REPORT TO COUNCIL – SPECIAL COUNCIL MEETING

**DATE:** September 30, 2020  
**FROM:** Daniela Dyck, Chief Administrative Officer  
**SUBJECT:** Government Street Development

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### Purpose

To provide Council with information and opportunity for discussion in regards to the proposed Government Street development.

### Options:

1. *That Council resolve to undertake and complete the storm run off calculations if funding is secured and any proportionate costs not covered by grant funding be charged back to the developer; or*
2. *That Council resolve to budget \$80,000 for the 2021 budget and complete the calculations in conjunction with North Ashcroft's Storm Sewer and Drainage Study; or*
3. *That Council receive the report for information and advise the developer to have their engineers conduct the 25-year return storm water run off calculations prior to development approval.*

### Background

At the September 14, 2020 Regular Meeting of Council, Council resolved the following:

*"That Council direct staff to provide a report to Council in regards to the requested study and proportional costs to be charged back to the developer; and further, if necessary, a Special Meeting be scheduled to address this in a timely manner."*

Mr. Talarico presented to Council in regards to the proposed Government Street development and provided an opportunity for Council to ask questions to clarify the project. Mr. Talarico advised Council that the developers will not absorb any costs relating to the 25-year return storm water run off calculations most recently referred to as the "Storm Water Run Off Study". Mr. Talarico urged Council that this cost was in excess of a developer's purview and makes it difficult to prepare a budget for the development project.

### Discussion

Administration directs Council's attention to the Village of Ashcroft's Subdivision Servicing Bylaw No. 480, 1989, which stipulates that culverts shall be designed for the anticipated runoff, 25-year return, and shall be minimum 375mm diameter. It is Ashcroft's legal and understanding that calculating the anticipated runoff for a particular drainage course and return period requires determining:

- 1) the size of the upstream catchment area of the drainage;
- 2) the time of concentration of rainfall for the catchment area;
- 3) the runoff coefficient of the ground cover and soils of the catchment area; and
- 4) the anticipated rainfall intensity for the specified return event (i.e. 25 years).

In this case, the catchment area includes Elephant Hill Park and Highway 97 C among others; therefore, if the Village departs from our own Bylaw, it is a sure-fire way to attract liability in negligence. To that end, staff has determined the proportionate charge back to the developers in anticipation of completing the run off calculations.

To determine costs, the complete land mass of both the Landucci and other developable properties that are included in the storm run off area was calculated by square meters totalling 74,049. The total land mass was divided by \$80,000 to determine the cost per square meter which is \$1.08. To calculate the proportionate cost, the Landucci land mass and other land mass was multiplied by \$1.08 which provided the total estimated cost based on an \$80,000 report.

Landucci –  $6649 \times 1.08 = \$7,180.92$  (divided by 8 properties costs approx. \$898 each).  
Other–  $67400 \times 1.08 = \$72,792.00$

The total amounts calculated above are based on zero percent grant funding received. If grant funding is secured the applicable grant total would be deducted from the proportionate costs. Council directed staff to source possible grant funding to offset the cost of the expense to the developer. At this time, staff has not identified eligible funding sources; however, administration will continue to seek funding for the storm water run off calculations to move development forward.

**Strategic/Municipal Objectives**

Bylaw Enforcement

**Legislative Authority**

Village of Ashcroft

**Financial Implications**

N/A

**Attachment Listing**

2.5.6 Culverts excerpt from Bylaw 480

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**Respectfully Prepared by:**



Daniela Dyck,  
Chief Administrative Officer

#### 2.5.6 Culverts

Culverts shall be concrete or galvanized corrugated steel pipe designed for H20 loading for local roads and HS25 loading for arterial and collector roads in accordance with A.A.S.H.O.

Culvert sizes shall be designed for the anticipated runoff, 25 year return, and shall be minimum 375mm diameter. Driveway culverts shall be a minimum 7.0m long.

Culverts shall be installed to true line and grade, with a minimum 300mm bury. End walls shall be riprapped.

## STAFF REPORT TO COUNCIL – SPECIAL COUNCIL MEETING

**DATE:** September 30, 2020  
**FROM:** Daniela Dyck, Chief Administrative Officer  
**SUBJECT:** Government Street Development

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### **Purpose**

To develop a plan to hire a Bylaw Enforcement Officer in partnership with the Villages of Cache Creek and Clinton.

### **Recommendation:**

That Council appoint a member to sit on the Joint Bylaw Enforcement Working Group to explore the possibility of sharing a Bylaw Enforcement Officer position with the communities of Cache Creek and Clinton.

### **Background**

At the September 14<sup>th</sup> Council meeting, Council resolved to gauge current interest of Clinton and Cache Creek in a shared community bylaw officer. Prior to contacting the Villages of Clinton and Cache Creek, Clinton's CAO Murray Daly reached out to the neighbouring communities of Cache Creek and Ashcroft to explore the possibility of jointly hiring one officer to serve all three communities. The CAO's for each community met on September 24 and began a cursory exploration of what the structure could look like. It was agreed to bring the proposal to each respective Council and ask that a member of Council be appointed to a working group to further explore this enforcement strategy. The working group will be comprised of the three communities CAO's and one council representative from each community.

### **Discussion**

In the past number of months several issues have been brought forward to Village staff which have required a bylaw enforcement response. The Village of Ashcroft is currently without a dedicated Bylaw Enforcement Officer. In the absence of a dedicated Officer, the task of addressing related matters has fallen to various individuals on staff, including the CAO.

The resultant enforcement strategy has been inconsistent and at times, follow-up is incomplete due to not having a trained, dedicated position to respond to complaints and address enforcement. Defaulting enforcement to the CAO limits the scope of an enforcement strategy. Generally, when initiating an enforcement action, if the subject of the action disagrees with the assessment of the Officer, they can appeal to a manager or the Administrator. Coming directly from the Administrator is bypassing this important stepped enforcement progression.

In addition, the Province has made Bylaw Officer funding available; any portion of the Bylaw Officer's time spent conducting bylaw education or enforcement pertaining to COVID-19 is reimbursable through EMBC.

This is an opportune time to explore the potential such a shared service.

### **Strategic/Municipal Objectives**

Bylaw Enforcement

### **Legislative Authority**

Village of Ashcroft

### **Financial Implications**

At this time there is no financial commitment required from the Village.

**Attachment Listing**

N/A

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**Respectfully Prepared by:**



Daniela Dyck,  
Chief Administrative Officer